12-182

The Secretary of State presents her compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and refers to the services provided to the diplomatic and consular community by the Department of State's Office of Foreign Missions ("OFM"). The purpose of this note is to update the Missions with the requirements for requesting a "Non-Eligibility Letter" used to obtain a driver's license from the local state motor vehicle administration.

As missions are aware, mission and international organization personnel and their dependents who enjoy privileges and immunities are required to obtain all motor vehicle services, including the Department driver's license, from OFM. However, A and G visa category holders who are not entitled to privileges and immunities will be unable to apply for a local driver's license and other motor vehicle services without a Non-Eligibility Letter from OFM addressed to the local motor vehicle administration responsible for the jurisdiction in which the individual resides. The letter informs the local department of motor vehicles, motor vehicle office, or affiliated local motor vehicle agency (referred to as 'DMV' herein) that the named individual does not have privileges and immunities,

and as such is not eligible for a Department driver's license. The letter authorizes the local DMV to provide motor vehicle services to the individual should the individual be otherwise eligible.

Only those individuals in A or G visa status, working or intending to work at a foreign mission or international organization in the United States, who do not enjoy privileges and immunities and are at least 15 years of age, may request a Non-Eligibility Letter. All requests must be in writing and submitted by the individual's organization, not by the individual. The request must include the applicant's full name and date of birth as they appear on the U.S. visa, as well as the complete residential address of the applicant in the United States. If the applicant is registered with the Department's Office of the Chief of Protocol ("Protocol"), the request must also include the applicant's personal identification number (PID) issued by Protocol. The address on the request letter is required to match the residential address on file with Protocol. Dependents who are not eligible for a Department driver's license and who are attending college in a different location than where the principal diplomat resides will receive a letter addressed to the DMV responsible for the residential address that is on file with Protocol.

If the applicant is not registered with Protocol, the foreign mission or international organization's request must also include an endorsement letter from the U.S. organization, agency, military division, or sponsoring entity to which the individual is assigned, and a scanned copy of the applicant's U.S. visa and Customs and Border Protection Form I-94. The endorsement letter must also include the applicant's full name, date and place of birth, citizenship, complete residential address, and beginning and end tour of duty date.

Any individual requesting a "Non-Eligibility Letter" who has been terminated by Protocol must provide a copy of a Department of State-endorsed I-566 if the employee intends to adjust status within the A or G visa categories. If the individual intends to seek a non-diplomatic visa or adjust to any other status, the applicant is required to submit a DHS Form I-797C "Notice of Action" indicating that the Department of Homeland Security has accepted and is processing the request.

Missions are further advised that after notifying Protocol of the date of termination of their duties, terminating mission and international organization personnel who are adjusting their status in the United States may request a "Non-Eligibility Letter" from OFM. Missions should note that any privileges and immunities enjoyed by an individual cease 30 days following the date of

termination. At any time, any driving privileges granted by OFM also cease, notwithstanding the expiration date on the OFM-issued driver's license. Missions are reminded that the OFM-issued driver's license is the property of the United States Government and therefore must be returned to OFM at the expiration of the aforementioned 30-day period.

Consequently, maintaining uninterrupted legal driving privileges in the United States requires mission members to apply for a non-eligibility letter no more than 15 days after the date of termination notified to the Office of the Chief of Protocol to allow time for OFM to process the request and the mission member to become licensed through their local DMV prior to the 30-day expiration period. Missions should note, and should remind their members, that it is illegal to drive in the United States without a valid driving permit.

In the metropolitan Washington D.C. area, requests for "Non-Eligibility Letters" are to be submitted electronically to ofmdmvdriverservices@state.gov. Any supporting documents should be scanned and attached electronically to the email request. Missions or organizations submitting more than 10 Non-Eligibility Letter requests per week must use an OFM-approved template that will be distributed. Missions should check the OFM website,

http://www.state.gov/ofm/notes/dmv/index.htm, to verify if they have the most current version.

For locations other than the Metropolitan DC area, please reference the enclosed list of regional contacts. Processing time for Non-Eligibility Letters is approximately 10 business days.

Please direct any questions to the OFM office responsible for your area.

Enclosure:

As stated.

Department of State,

Washington, September 6, 2012.

OFM Regional Offices

Chicago Regional Office
77 West Jackson Blvd., Suite 2122
Chicago, IL 60604
Email: OFMCGCustomerService@state.gov
Phone: (312) 353-5762
Area of Responsibility: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Houston Regional Office
8701 S. Gessner, Suite 906
Houston, TX 77074
Phone: (713) 272-2865
Fax: (713) 272-2866
Email: OFMHOCustomerService@state.gov
Area of Responsibility: Texas, Louisiana, Arkansas, Oklahoma, New Mexico, Colorado, Kansas and Nebraska.

Los Angeles Regional Office
10940 Wilshire Blvd. Suite 1425
Los Angeles, CA 90024
Email: OFMLACustomerService@state.gov
Phone: (310)235-6292
Fax: (310) 235-6297
Area of Responsibility: Southern California, Nevada, Arizona, and Utah

Miami Regional Office
95 Merrick Way, Suite 505
Coral Gables, FL 33134
Phone: (305) 442-4943
Fax: (305) 442-4973
Email: OFMMICustomerService@state.gov
Area of Responsibility: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, West Virginia, the U.S. Virgin Islands, and the Commonwealth of Puerto Rico

New York Regional Office
799 United Nations Plaza, 8th floor
New York, NY 10017
(646) 282-2825
E-Mail: OFMNYCustomerService@state.gov
Area of Responsibility: New York, Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island and Vermont

San Francisco Regional Office
One Market, Spear Tower, Suite 1375
San Francisco, CA 94105-1839
Email: OFMSFCustomerService@state.gov
Phone: (415) 744-2910
Fax: (415) 744-2913
Area of Responsibility: Northern California, Oregon, Washington, Idaho, Montana, Wyoming, North Dakota, South Dakota, Alaska, Hawaii and the U.S. Territories in the Pacific

First Name	Middle Name	Last Name	Date of Birth (MM/DD/YYYY)	Complete Street Address (Including Apt #)	City	State	Zip Code	PID	Position (Principal, Spouse, Child, Domestic)